

MONTANA BOARD OF COSMETOLOGISTS

Policy and Procedure Manual

SUBJECT: **CONTINUING EDUCATION**

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Effective: 4/30/2001
Issued: 4/30/2001
Approved:

Section: 602 INSTRUCTOR CONTINUING EDUCATION For Renewal of Active Instructors License

Purpose of Policy:

The Board will establish guidelines for the attendance and acceptance of continuing education credits required for active renewal of an instructor license. This policy will provide the board staff and licensees with a clear process for attendance and acceptance of credits during renewal of an active instructor license.

Board Policy:

1. Credit for continuing education will be given only for actual hour attended. Attendance will be recorded in not less than half-hour (1/2) increments.
2. Attendance must be provided to the Board office along with renewal applications on the "Record of Attendance for Continuing Education" form indicating the actual hours of attendance for the approved course.
3. The "Record of Attendance for Continuing Education" must provide original signatures of the instructor or the sponsoring organization's designee. Course providers must supply each licensee with a course completion certificate and a course evaluation form.
4. Each licensee must submit the original "Record of Attendance for Continuing Education" equaling 30 credit hours with their active renewal application.
5. Individuals will not receive continuing education credit for courses they teach.
6. Individuals may not provide their own signature for proof of attendance of a course. (See #6)
7. Passage of a course, examination or diploma shall not meet the requirements for the "Record of Attendance for Continuing Education".
8. The Board may verify compliance with continuing education attendance, before granting the licensee renewal.
9. No licensee shall repeat the same course for continuing education credit within 3 year period.

10. Continuing education credit may not be received for courses taught in the school setting to students.
11. An “active” instructor who fails to meet the 30 credit continuing education requirement pursuant to ARM 8.14.815 will have their instructor license lapse as of January 1st following the renewal period.
12. A licensee wishing to change their instructor status from “active” to “inactive” must request the change in writing and submit the request to the board office.
13. All approved continuing education courses must be open and available to all licensees, the board and the board’s designee.
14. Failure to comply with the completion or reporting of continuing education and its requirements established by the board is unprofessional conduct and will result in disciplinary action by the board.

**STATE OF MONTANA
BOARD OF COSMETOLOGISTS
RECORD OF ATTENDANCE FOR CONTINUING EDUCATION**

DATE OF COURSE : _____ HOURS IN ATTENDANCE: _____

COURSE TITLE : _____

LICENSEE'S NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

COURSE INSTRUCTOR: _____

I hereby certify that the above named individual has completed the aforementioned course.

Instructor's Signature

Date of Completion

ADDITIONAL COURSES:

1. _____
Course Title

Hours of Attendance

Instructor's Signature

Date of Completion

2. _____
Course Title

Hours of Attendance

Instructor's Signature

Date of Completion

3. _____
Course Title

Hours of Attendance

Instructor's Signature

Date of Completion

In order to receive credit for any continuing education course, you must first have obtained board approval for the course.

**STATE OF MONTANA
BOARD OF COSMETOLOGISTS
CONTINUING EDUCATION APPROVAL REQUEST**

REQUESTOR'S NAME: _____

ADDRESS: _____

CITY/STATE _____

COURSE NAME: _____

INSTRUCTOR: _____

DATE OF COURSE: _____

COURSE HOURS: _____

CONTINUING EDUCATION CREDITS REQUESTED: _____

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FOR BOARD USE ONLY:

APPROVED: _____

NOT APPROVED: _____

CONTINUING EDUCATION CREDITS GRANTED: _____

Please fill out the top half of this form and return it with your required supporting documentation. Incomplete applications for request for approval will be returned.